

### **SENIOR ATTORNEY**

**DEFINITION:** Under general direction, performs work of considerable difficulty in representing the Navajo Nation on legal issues; assists Principal Attorney in preparing legal cases; renders legal guidance and advice on highly controversial legal issues of the type where legal or factual questions are difficult to address, court cases are of the type where applicable precedents are absent; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Provides legal guidance, advice and support to assigned divisions, the Navajo Nation Council, its standing committees, boards and commission; researches, interprets and drafts opinions of administrative rules and regulations, giving effect on legislated laws, statutes and court decisions that may have a significant impact on the Navajo Nation; drafts documents such as resolutions, contracts, leases, permits, etc.; recommends appropriate clauses, provisions and general wording.

The Senior Attorney's legal advice described in prior sentence is provided under the supervision of an Assistant Attorney General or other assigned supervisor and Senior Attorney enjoys a moderate amount of autonomy in providing such legal advice.

Represents the Nation in prosecution, litigation and settlement negotiations; prepares and presents criminal and civil cases in tribal, state and federal courts; interviews witnesses, complainants, and others on a variety of legal matters relative to court appearances; represents the Nation at various work sessions, task forces and meetings.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of federal, state and tribal laws affecting assigned area.

Knowledge of specific laws related to assignment.

Knowledge of Federal Indian law.

Knowledge of legal research methods and techniques.

Skill in analyzing and organizing facts, evidence and precedents.

Skill in preparing and presenting legal opinions.

Skill in presenting material and developing an appropriate argument or defense.

Skill in verbal and written communication.

Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

#### **MINIMUM QUALIFICATIONS:**

- A Juris Doctorate; and four (4) years professional experience as a state licensed attorney. Current admission in any state bar with the intention of seeking and securing admission to the Navajo Nation Bar Association and either the Arizona, New Mexico or Utah State Bar within one (1) year of date of hire.

THE NAVAJO NATION

Class Code: 2145  
Legal Services Series  
Attorney Group  
Overtime Code: Exempt  
Pay Grade: 70

**SENIOR ATTORNEY**

**PREFERRED QUALIFICATIONS:**

- Current admission in the Navajo Nation Bar Association and the Arizona, New Mexico or Utah State Bar.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.